



DEPARTMENT OF ADMINISTRATION
Risk Management Division
201 S. Roop Street, Ste 201
Carson City, Nevada 89701
(775) 687-3187 • Fax (775) 687-3195
www.risk.state.nv.us

Unclassified Job Announcement

Division Administrator, Risk Management

Posted: 10/16/08

Annual Salary: Up to \$87,773

(Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contributions plan is also available with a reduced gross salary.)

Position open to: All qualified persons

Applications/Résumé's will be accepted: Until position is filled

(All applications will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

Recruiting for: A full-time position located at the Department of Administration, Risk Management Division, Carson City, Nevada.

The Position: Under general administrative direction of the Director of Administration, this position will develop and administer the Risk Management Program for the State providing loss analysis, risk identification and evaluation, and coordination of all facets of risk reduction, prevention and financing to minimize the State's overall exposure to loss; manage programs in areas of insurance including workers' compensation, property, fleet, fidelity and commercial liability; direct and control the activities of the Risk Management Division including the development and preparation of policy, procedures and standards; establish and monitor division goals, objectives and performance indicators. Performs other duties as assigned.

Qualifications: Bachelor's degree in business or public administration, finance or related field, or professional designation as Chartered Property Casualty Underwriter (CPCU) or Associate in Risk Management (ARM) is preferred. In addition, three years of increasingly responsible professional, and supervisory experience in the risk management, loss control and safety programs of a large, geographically dispersed organization.

Benefits: Paid medical, dental and vision; three weeks paid vacation leave and sick leave per year, eleven paid holidays per year; retirement plan (PERS); life & disability insurance program; tax sheltered deferred compensation plan available. State employees do not contribute to Social Security but do contribute to Medicare. Long term employees enjoy additional benefits.

Submit Résumé's /Direct Inquiries To Both:

**Lisa Friend/Katie Holmberg
Department of Administration
Personnel Services
209 E. Musser #205
Carson City, Nevada 89701
(775) 684-0212
e-mail: swebb@budget.state.nv.us**